

LEAD ACCOUNTANT

- Phoenix -

Starting Salary: \$42,000 – \$50,000

The Arizona State Retirement System is seeking a proactive individual with work experience in accounts payable, payroll, and travel claims.

THE POSITION duties include:

- Analyze, interpret and disseminate payroll rules and regulations
- Ensure compliance with applicable federal and state laws and regulations
- Prepare and track exception and productivity reports
- Review and reconcile all travel claims
- Resolve problems/questions presented by management regarding accounting transactions, technical issues, policies and procedures; make recommendations for improvements
- Handle complex AP transactions
- Analyze and finalize supporting data used in the preparation of the Comprehensive Annual Financial Report (CAFR)
- Monitor ledger accounts and encumbrance balances
- Monitor and reconcile fixed assets

KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge of accounting principles (GAAP), policies, internal controls and procedures and multiple ledger structure
- Two to three years experience in general accounting, payroll, accounts payable
- Knowledge of State of Arizona statutes and accounting procedures
- Strong computer skills with emphasis on Excel, Access, AFIS, HRIS, and accounting systems
- Strong analytical skills
- Excellent written and verbal communication skills
- Preference will be given to Bachelor's Degree in accounting, math or related field

Open until filled. Interested applicants must submit a comprehensive resume at azstatejobs.gov.

This position is not covered by the State Personnel Merit rules.
AA/EOE